

SECTION 1 SPECIAL INSTRUCTIONS

1-1. General.

The following 2002-2003 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4). By submission of a rate offer electronically, the submitting Participant agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.

The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the Household Goods Tender of Service (HTOS). Per this RFO, effective November 1, 2002, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application of Section 3 of the Household Goods Tender of Service.

The following provisions of the HTOS apply to this rate solicitation: 3-1, 3-2, 3-3, 3-4 and 3-6. All other provisions of Section 3 do not apply.

1-1.3. Effective Period

Except as otherwise provided herein, offers made in response to this request will be for the period November 1, 2002, through October 31, 2003.

1-1.4. Eligibility to File.

All Participants approved under the General Services Administration (GSA) Centralized Household Goods Traffic Management Program (CHAMP) Domestic and International, prior to the initial filing period due date as required in RFO Section 1-1.6.1, have the option to submit an offer under this request.

1-1.5. Electronic Transmission.

All submission of rate filings must be accomplished via the Internet utilizing the File Transfer Protocol (I-FTP) meeting the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via I-FTP itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The Participant must submit a written request on company letterhead in order to receive an I-FTP User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request.

1-1.6. Filing Period.

1-1.6.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 4:30 P.M. Central Standard Time, September 16, 2002, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.2. New Filings.

New carriers receiving permanent approval after February 1, 2002, and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 4:30 P.M. Central Standard Time, September 16, 2002, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.3. Late Filings.

Offers not responding to this request as required in Section 1-1.6.1, Initial Filing, may submit an offer in response to this request. Offers are due by 4:30 P.M. Central Standard Time, March 3, 2003, and will be reviewed and processed in accordance with Section 1-2.

1-1.6.4. Supplemental Filings.

The supplemental filing allows the Participant to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in [Section 1-1.6](#). Supplemental offers must be submitted in accordance with this request and are due by 4:30 P.M. Central Standard Time, **March 3, 2003**, and will be reviewed and processed in accordance with [Section 1-2](#).

1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.

Participant offers received between **August 1, 2002, and September 16, 2002**, or **January 15, 2003, and March 3, 2003**, which do not meet documentation requirements as stated in RFO [Section 1-4](#) will be considered unacceptable, rates will not be included in the database, and the Participant will be notified by phone, certified mail, or facsimile transmission under RFO [Section 1-3](#) for correction. Corrected documentation must be re-submitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within twelve (12) calendar days after notification, rate offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with RFO [Section 1-2](#).

1-1.7.2. Rate Filing Deficiencies.

Participant offers received between **August 1, 2002, and September 16, 2002**, or **January 15, 2003, and March 3, 2003**, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the Participant or Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under RFO [Section 1-3](#) for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, offers will be considered unacceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with RFO [Section 1-2](#).

1-1.7.3. Suspect Rate Offers.

Participant offers received between **August 1, 2002, and September 16, 2002**, or **January 15, 2003, and March 3, 2003**, with suspect rate offers (i.e. discounts that are considered to be in error; for example; 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a "suspect record". Participants and/or Rate Filing Service Providers will be notified by phone, certified mail or facsimile transmission under RFO [Section 1-3](#) for clarification and/or correction of suspect offer. Corrections of suspect records must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, suspect offers will be considered acceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance RFO [Section 1-2](#).

1-1.7.4. Rate Filing Service Provider.

If a Participant's offer is submitted in accordance with this RFO by a Rate Filing Service, the Rate Filing Service Provider will be notified of the deficiencies and **not** the firm. The Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under RFO [Section 1-3](#) for correction. Corrected offers must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with RFO [Section 1-2](#).

1-1.8. Letter of Intent Certification.

By the submission of a rate offer to GSA in accordance with this RFO, the submitting Participant certifies that: "I have read and will comply with all the provisions contained in this RFO and its

Special Instructions dated **August 1, 2002**, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated June 12, 2002, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO **Section 1-4.1.**"

1-2. Accepted/Effective Date.

Offers will be accepted and entered into the computer database on the date indicated in RFO **Section 1-2.5** or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under RFO **Section 1-1.6.1** will be processed in accordance with RFO **Section 1-2.5**, below, except in those instances of resubmission of filing deficiencies as identified in RFO **Section 1-1.7**.

1-2.2. New Filings.

New filings allowable under RFO **Section 1-1.6.2**, will be processed in accordance with RFO **Section 1-2.5**, below, except in those instances of resubmission of filing deficiencies as identified in RFO **Section 1-1.7**.

1-2.3. Late Filings.

Late filings of otherwise acceptable offers allowable under the limited terms specified in **Section 1-1.6.3**, will be processed in accordance with **Section 1-2.5**, below, except in those instances of resubmission of filing deficiencies as identified in RFO **Section 1-1.7**.

1-2.4. Supplemental Filings.

Supplements to accepted offers allowable under the limited terms specified in **Section 1-1.6.4** will be processed in accordance with **Section 1-2.5**, below, except in those instances of resubmission of filing deficiencies as identified in RFO **Section 1-1.7**.

1-2.5. Schedule of Accepted Effective Dates.

		Calendar Year 2002-2003		
		INITIAL FILINGS	NEW FILINGS	LATE FILINGS
Date Received By	08-01-02 thru 9-16-02	08-01-02 thru 9-16-02	1-15-03 thru 3-03-03	1-15-03 thru 3-03-03
Computer Entry Date	11-01-2002 or before	11-01-2002 or before	5-01-2003 or before	5-01-2003 or before
Accepted/Effective Date	11-01-2002	11-01-2002	5-01-2003	5-01-2003

1-3. Participant Notifications.

1-3.1. Domestic Rate Filings.

If the submitting Participant or RFSP receives no communication from GSA pursuant to RFO **Section 1-1.7** by the accepted/effective dates specified in RFO **Section 1-2.5**, the Participant is on notice that its offer has been accepted.

1-3.2. International Rate Filings.

If the submitting Participant or RFSP receives no communication from GSA pursuant to RFO **Section 1-1.7** by the accepted/effective dates specified in **RFO Section 1-2.5**, the Participant is on notice that its offer has been accepted.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a Participants rate offer, **but no later than RFO Section 1-2.5, Schedule of Accepted Rates, Date Received By**. In the absence of any one or all required documents, the Participants rates will not

be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and RFO [Section 1-1.7.1](#) will apply. In those instances where corrections are not received in accordance with RFO [Section 1-1.7.1](#), offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days after notification will be entered into the database in accordance with RFO [Section 1-2.5](#).

1-4.1. Participant Providing General Transportation Services.

1-4.1.1. Trading Partner Agreement.

All Participants approved to provide General Transportation Services are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the Participant's rate filing will be subject to the provision in RFO [Section 1-4](#), above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

All Participants approved to provide General Transportation Services by the submission of a rate offer to the GSA PMO in accordance with this request, the Participant certifies that it will maintain cargo liability insurance meeting the [HTOS 2-4.6](#) requirements during the period of its accepted rate filing. GSA reserves the right to request from the Participant a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All Participants approved to provide International General Transportation Services are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the [HTOS 2-4.7](#), and subject to the provisions of RFO [Section 1-4](#). The performance bond **MUST** clearly identify that the bond is in force for the [period November 1, 2002 through October 31, 2003](#), or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.2. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in RFO [Section 1-6](#).

1-4.3. Place of Receipt.

Receipt of documentation requirements by any other office of the General Services Administration or by a filing service provider shall not be construed as receipt by the office specified in RFO [Section 1-6](#).

1-4.4. Time of Submission.

The TPA and Performance Bond must be submitted in accordance with RFO [Section 1-4](#). These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in RFO [Section 1-1.7.1](#).

1-5. Participant Certification Statement.

Participant certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate offer electronically, the submitting Participant certifies that:

(1) Neither the Participant, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The Participant is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the Participant through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the Participant's stock, or an individual who can control, or substantially influence, the Participant's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE PARTICIPANT HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP)
Program Management Office (PMO) in Kansas City, MO

General Services Administration
Federal Supply Service Bureau (6FBD-X)
1500 East Bannister Road Room 1076
Kansas City, MO 64131

Robin Snider at robin.snider@gsa.gov

(816) 823-3646 or FAX (816) 823-3656